



CLAIM REQUEST FORM

Reference: C#

Today's date

**The Acme Company
678 Main Street
Any Town, ID 88888**

Please provide the following information; without it, we can't process your claim request.

- **Your SSN or EIN.**
- **Your signature on the Claim Request Form.**
- **A clear copy of your photo ID.**
- **Your daytime telephone number.**
- **A copy of the death certificate if the owner is deceased.**

Provide your Social Security Number (SSN) or the Employer Identification Number (EIN) of your business or organization. If you are not the owner of the account, also provide the owner's SSN.

Your SSN or EIN

and/or

Owner's SSN if not Claimant

I declare that I have examined this form and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

Your Signature

Date

Daytime Telephone Number: (_____) _____

How did you find out that your name was on Idaho's Unclaimed Property list?

Relative/Friend ☐ Internet ☐ Newspaper ☐ Television ☐ Special Events ☐

UNCLAIMED PROPERTY

CLAIM REQUEST FORM INSTRUCTIONS

If you're an *individual* claiming property, you must provide the following:

- **Photo ID:** Examples include a copy of a driver's license, passport, or military ID card.
- **Social Security Number(s):** Your SSN and the account owner's SSN if you are not the owner.
- **Documentation of owner's last known address** if listed on the request form: Examples include postmarked envelopes, bills, cancelled checks, or title to property.
- **Documentation of owner's name change** if different name appears on the request form: Examples include a copy of a marriage license, divorce papers, or other legal documents.

If you're *not* the reported owner, you must also provide the following:

- **If owner is deceased:** A copy of the owner's death certificate and a copy of the owner's will, obituary, or probate documents.
- **If owner is not deceased:** A power of attorney.

If you're claiming property for your *business*, you must provide the following:

- **Photo ID of individual submitting claim:** Examples include a copy of a driver's license, passport, or military ID card.
- **Employer Identification Number:** The EIN of your business or organization.
- **Documentation showing your position and authority to make a claim:** Examples include a business card or authorization letter on company letterhead.

We may require other documents to process your claim request.